

REQUEST FOR CERTIFICATES OR COPIES

ONLY ONE BUSINESS NAME OR BUSINESS ID # PER FORM

Date _____

FINANCIAL UNIT USE ONLY

AMT. REC'D \$ _____ CA CR

TRANS. ID _____

BATCH DATE _____

NAME OF REQUESTING PARTY

STREET ADDRESS – P O BOX

CITY, STATE, ZIP CODE

PHONE NUMBER

()

CUSTOMER ID #, IF ANY

☐ I have provided my customer ID # and
authorize SOTS to debit my account

BUSINESS ENTITY NAME (Print complete name of business as it appears on the records of the Secretary of the State Office)

OR

BUSINESS ID #

CERTIFICATES OF LEGAL EXISTENCE

Be certain you check the correct box. The Concord Computer system automatically issues these certificates based on information you provide.

PLEASE INDICATE QUANTITY ORDERED

1. Corporations

_____	Express Certificate of Legal Existence	\$50.00	
_____	Short Form Certificate (reflects all name changes)...	\$80.00	
_____	Long Form Certificate (domestic only)	\$120.00	{Cannot be expedited}

2. Limited Liability Companies

_____	Express Certificate	\$50.00	
_____	Short Form Certificate (reflects all name changes)...	\$50.00	
_____	Long Form Certificate (domestic only)	\$100.00	{Cannot be expedited}

3. Limited Partnerships

_____	Certificate of Legal Existence	\$50.00	
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4. Limited Liability Partnerships

_____	Express Certificate	\$40.00	
_____	Short Form Certificate	\$80.00	
_____	Long Form Certificate (domestic only)	\$120.00	{Cannot be expedited}

5. Statutory Trusts

_____	Express Certificate	\$40.00	
_____	Short Form Certificate	\$80.00	

6. Special Certificates

_____	Certificate Evidencing... _____	\$50.00	
_____	No Record	\$50.00	{Cannot be expedited}

(See reverse side)

PHOTOCOPIES OF BUSINESS DOCUMENTS ON FILE

BUSINESS ENTITY NAME (Print complete name of business as it appears on the records of the Secretary of the State Office)

OR

BUSINESS ID #

4 CHECK ONE _____ CERTIFIED COPY \$55.00

_____ PLAIN COPY \$40.00 per document

Type of Document	Filing Number	Date	Volume	Page

****NOTE ****

EXPEDITED SERVICE: The fee for Expedited (24-hour) service is \$50.00 per transaction in addition to the filing fee. Each separate certificate or copy is considered a separate transaction.

Any variation in the business name or business ID # may result in a rejection.

Copies of documents stored off-site may not be expedited.

MAILING ADDRESS:

Secretary of the State of
Connecticut
P.O. Box 150470
Hartford, CT 06115-0470
860-509-6002

COURIER ADDRESS:

Commercial Recording Division
Connecticut Secretary of the State
30 Trinity Street
Hartford, CT 06106
860-509-6002